



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CACFP CN# 015-07
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MEMORANDUM

TO: Child Care Sponsoring Organizations

FROM: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services

Melissa Conner, Director
Child and Adult Care Food Program

DATE: September 7, 2007

SUBJECT: Documentation of Block Claims Submitted by Sponsored Child Care Centers and Family Day Care Homes

Original Signed

Effective October 1, 2005, sponsoring organizations were required to conduct unannounced facility reviews in response to a facility's "block" claim. On July 1, 2005, FNS issued CACFP Policy # 03-05, "Documenting Reasons for Block Claims by Child Care Centers and Day Care Homes". That guidance permitted sponsoring organizations to evaluate and document the reason for a block claim detected during an unannounced review **prior** to the facility's first submission of a block claim during the current review year. The guidance, which allows for the efficient use of sponsor resources while maintaining this important integrity requirement, was extended on May 23, 2006 (CACFP Memo 12-2006).

FNS had originally limited the duration of this provision to allow time to identify any unintended consequences associated with its application. To date we have not been made aware of any. Therefore, we are extending this guidance indefinitely, meaning sponsors may continue to document reasons for a block claim observed in the facility's records during an unannounced review, prior to the facility's first submission of a block claim during the current review year. This guidance, including clarifications regarding the definition of "current review year" and what

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is considered to be “acceptable documentation”, will remain in effect unless it becomes necessary to reconsider.

Please feel free to contact your program specialist if you have further questions.

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